

The Swanage School
MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
Held on Wednesday 7th December 2022, 5.30pm

AGENDA

Present: Tim Marcus (Chair), Alex Duke, Hannah Etherington, Tanya Hamilton-Fletcher, Adam Hines, Jenny Maraspin (Headteacher) Amanda Rowley, Jessica Starmer, Catherine Starmer-Howes, Isobel Tooley

In attendance: Sue Fletcher, Kay Lawton (Deputy Head), Andrew Thomas (Business Manager), Sophie Weld-Davies (Clerk to the Governors)

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| Item | | | | |
| FGB 2.1 | Welcome | | | |
| FGB 2.2 | Apologies Apologies were received from Dan Parker and William Knight Laurie King and Rachel Tapping were also absent | | | |
| FGB 2.3 | Declarations of Interest There were no declarations of interest. | | | |
| FGB 2.4 | Minutes of the Last Meeting The minutes of the meeting held on 14 th September 2022 were approved. | | | |
| FGB 2.5 | Matters Arising <ul style="list-style-type: none"> • The strategic plan is to be put on the agenda for the next FGB meeting • The Clerk is to distribute the NGA (National Governance Association) skills audit to the governors • The Clerk is to look at the policies and check which policies go to which committee to review and which can be delegated to staff members and to review which are statutory and which are not | FGB Agenda To email To look at | Clerk Clerk Clerk | Next FGB Next FGB |
| FGB 2.6 | Uniform | | | |

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| | <p>SF brought the concept uniforms to the meeting to show the governors, but they have not gone out to the parents of students yet. Following the uniform survey, it was apparent that the students did not like the suit, so SF has sourced two options.</p> <p>Option 1 – Black skirt or trousers with a navy jumper, white shirt, and school tie with an optional soft-shell jacket. The colours may need to be tweaked slightly.</p> <p>Option 2 – This option is more radical and is a smarter PE kit, a jacket with track pants or leggings for girls and t-shirts underneath and black footwear.</p> <p>The uniform has been sourced from Banner, but SF is looking at sourcing from another company and PMG is looking as well.</p> <p>A governor asked about options for hot weather and SF responded that at the moment she could only find tailored shorts. A second governor stated that they were not keen on leggings for the girls as they did not deem them appropriate in a formal setting but did not object to the rest of the sports option.</p> <p>In response to the Chairs question of what she was expecting from the board SF asked for the boards agreement to set up a small working party to finalise the uniform choice as there is some urgency to this. SF was also keen to get a sense of what the governors' thoughts on a new uniform should be.</p> <p>SF informed the governors of the costings. The cost of the current uniform is £164. Both options would cost between £105 and £160. The main saving would be none of the uniform was branded except the tie. The Chair had concerns that the school could look like a sports college if Option 2 were adopted and the range of prices in the sports option.</p> <p>JM asked if the board was happy for SF to set up a working party and delegate approval although a governor responded that the final option should come back to the next FGB meeting. Several governors volunteered to be on the working party.</p> | Clerk to give SF governor names | SF | April meeting |
| FGB 2.7 | <p>Chair's Report</p> <p><u>Exclusion panel</u></p> <p>The panel upheld the exclusion. There was a pattern of behaviour that the student could not stop and was putting other students at risk.</p> <p><u>Complaint panel</u></p> | | AT | |

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| | <p>The panel upheld the original outcome. The panel did allow the parent to present some additional information, but this did not change the outcome. However, the school should tighten up its procedures and systems to not let this happen again. AT responded that a new Data Protection Officer has been appointed and this will include a full desk top audit. AT will also research software for FOI as this needs to work better</p> <p>The Chair continues to meet with and Jenny regularly and has recently met with IT to discuss and define objectives for 2022/23</p> | Research software for FOI | | Next meeting |
| FGB 2.8 | <p>Headteacher's Report</p> <p>As JM was not present at the start of this item KL began the report</p> <p>KL asked the governors to read the Headteachers report carefully and the Ofsted data summary. It will help with answering any questions Ofsted may ask.</p> <ul style="list-style-type: none"> • All value adds are in line with the national average • Science is to be expected as to how they run this compared to other schools as most of the students do triple science here. <p>JM joined the meeting at 6.45</p> <ul style="list-style-type: none"> • There are three places where exam results are reported. IDSR and FFT are already published. Entry for EBAC stands at 5%. This is increasing, French is optional, but the GCSE take up is increasing and is top ranked of the progress reports, but it is not seen as a priority for everyone to do a language • ISDR – it is difficult to compare The Swanage School to other schools with large cohorts, but fluctuations can be put down to cohort sizes. • School stability – 84% of students that start in Y7 continue to Y11 which is below average. In response to a governor's question JM responded that whether this is due to students leaving or joining JM responded it is both. It is also having an effect on students and parents as the time spent settling in new students impacts on current students. • Attainment 8 is improving and the message that has been received from Ofsted is that a comparison cannot be made over time due to Covid | | | |

- There has been an improvement in science with Biology, Chemistry and the double award going up. If science can improve then the school has 6 out of the Attainment 8. A governor asked for the rationale as to why the school does triple science. JM responded that there are 5 or 6 different combinations of exams. The higher level on combined science is working at the same level as the lower level on triple. The school delivers 12 hours of science a which is more than most schools but if a student is doing triple science in other schools, they would get more hours. Physics and Chemistry has made positive movement on Attainment 8, but Biology has had no movement
- FFT – English Literature is a key indicator of the impact on students of Covid
 - Maths is still improving
 - Catering is improving
 - PRE – has move from being a core subject to an option which has freed up time in the curriculum
 - Art – there is an issue with the attendance of some of the students taking Art as an option
- The school is looking at appointing a catering teacher which will free up teachers to teach what they are meant to and with the knock-on effect that this will release time across the curriculum. This should be affordable as the school has budgeted for less students than are on the role which means more income.
- The PE curriculum is already significantly improved. The new PE teacher has a degree in PE education which is a much more academic degree. Fixtures with other schools are happening. There is a PE coach coming into school 4 days from lunchtime a week to support CB.
- Creative Medica – the field kit is arriving soon, and the school is already triaging production requests from the community. The school has recently filmed the nativity for Lady St Mary's Primary School in Wareham and has edited and produced 70 DVD's. The photography project is starting soon for PP students.
- All phases have hosted parent information evenings. Year 9 will be applying for their options soon and the Duke Of Edinburgh award and Next Steps parent attendance was very good. Y7 induction was successful but the school are already looking at next year's induction and to do it differently
- Pastoral Curriculum – this is now established but now needs to grow. The Heads of House are no longer needed as the school is moving to Phase Leaders. There will be new job descriptions and responsibilities and discussions on who does what. There will be special consideration for the transition phase leader as they will be responsible for two new to the school year groups but that has been left to that phase leader to decide what would work best.

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| | <ul style="list-style-type: none"> • Reporting system – the parent survey went out and is back. Reports are nearly ready to go out with students' comments, the students have been enjoying doing these. The Crew leaders are apprehensive about this new system but see the value of doing it. The Spring term reports should see a good collaboration between parents, staff, and students. The reports are due to go out on the last day of term so they sit with staff a bit longer but there is room in the cycle for them to go out earlier so parents have time to give feedback. This new system is still very much a work in progress. • Staff absences – more context is needed for the next report, but JM is not concerned about staff absences. • Student movement – in the report, the yellow is from Herston Yard and purple are students that have been permanently excluded from Purbeck School and have come to Swanage. There has been a large contingent of new students from India. Only one student has left The Swanage School to go to Purbeck School, the rest have moved out of area or ding elective home education, for this the parents are given a two-week breathing space before their child is taken off the school role. In response to a governor's question 5 out of 14 leavers moving to home education is high but JM responded that this should be seen as 5 out of the whole school cohort. • Suspensions – over half of suspensions have been for students that have only been in school since September. The Swanage School has a soft approach compared to other schools and students have not known how to respond to this. The students have been assigned to members of the leaderships team and the staff are showing a united front. In response to a governor's question regarding violence towards staff and what support is in place, JM acknowledged that it takes a toll, but staff are very rarely threatened. One student has been removed from Crew due to challenging behaviour as this was impacting other students. • Making Waves – JM asked the governors to please read the current edition as it was full of positive news • Challenge week – there is the possibility of a trip to Africa for Challenge Week. A former student is currently out there building a school, early talks are on-going, but the students will be to fund raise for this trip. | | | |
| <p>FGB 2.9</p> | <p>School Development Plan and Operational Priorities This has been covered in Item 2.8</p> | | | |

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| <p>FGB 2.10</p> | <p>External Auditor's Report AT reported that both versions had now been corrected and there being no further questions the FGB AGREED with the external auditor's report</p> | | | |
| <p>FGB 2.11</p> | <p>Financial Statement and Accounts The school had a surplus of £11,000. The governors have agreed the extra money for the media suite and the ratio of reserves is back to the ESFA recommended level.</p> <p>The Chair thanked AT for the work and for the email trails.</p> <p>The board AGREED the financial recommendations.</p> | | | |
| <p>FGB 2.12</p> | <p>Term Dates for 2023-24 The board AGREED the term dates Dorset dates (attached) with INSET day on:</p> <ul style="list-style-type: none"> • Friday 2nd September 2023 • Monday 4th September 2023 • Tuesday 2nd January 2024 <p>JM and KL need to review the three assessment dates</p> | | | |
| <p>FGB 2.13</p> | <p>Safeguarding <u>Overview of the safeguarding report</u></p> <ul style="list-style-type: none"> • There are a higher number of students in care • MS has completed the safeguarding audit and will update the Child Protections Policy for the end of this term, • There has been an audit of records kept in the school • The socio-economic climate will see some families start to struggle financially e.g., replacing uniform when needed • There are concerns about activities out of school time with students being targeted, however this would be dealt with by youth workers and the police • MS is aware that some parents will struggle buying Christmas presents this year and is looking if any charities can help | | | |

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| <p>FGB 2.15</p> | <p>Governor Development and Training</p> <ul style="list-style-type: none"> • The link for the safeguarding training will be emailed to the governors by the clerk • Use of the Governors Hub was discussed but it was decided to continue using SharePoint • The Chair asked the Clerk if agenda items could be added to file names of reports in the meeting folders | <p>Email link</p> | <p>Clerk</p> | |
| <p>FGB 2.16</p> | <p>Link Governors</p> <p><u>Attendance</u> This has been reported on in Item 2.13</p> <p><u>New Governors mentor</u> The link governor was not present at the meeting</p> <p><u>Parent Link</u> CSF reported that she feels out of the loop regarding this role and as she no longer has a child at the school suggested that one of the new parent governors could become the link governor. CSF did attend the open evening and was extremely impressed with it. It was also suggested that the Parent Link governor should attend the PTA meetings as a further link between the governing body and parents.</p> <p><u>Heads Performance Review</u> Objectives have been set for JM and the annual appraisal will be held after the next FGB meeting.</p> | | | |
| <p>FGB 2.17</p> | <p>Any Other Business</p> <p>The SIP is now employed by the school. There might be questions how she can challenge areas if she is working for the school. This has not been raised with the Chair or Vice Chair but has with JM and KL. The staff member concerned is still doing partnership work. IT is happy to give her the role, but the governors would need a report to see if this can work, there needs to be a meeting organised early next term.</p> | | | |
| <p>FGB 2.18</p> | <p>Senior Leadership Team Remuneration</p> <p>This had been agreed at the SFP Committee.</p> | | | |
| <p>FGB 2.19</p> | <p>Confidentiality</p> <p>No minutes were confidential</p> | | | |

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| | <p>There being no other business the meeting closed at 7.45pm</p> | | | |
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The next meeting is to be held on 29th March 2023